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From: DiNatale, Margaret (DPH)
Sent: Wednesday, June 03, 2009 5:19 PM
To: Peppe, Joseph (DPH); Belanger, Peter (DPH); Stiles, Tracy (DPH); Boyd, Rozelta (DPH); Kazianis, Arthur (DPH); Salemi, Charles (DPH); Rubin, Alan (DPH); Konomi, Raimond (DPH); Chen, Karen (DPH); Elvin, Paul (DPH); Borne, Alan (DPH); Clemmer, Jill (DPH); Gauthier, Cheryl (DPH); Acloque, Roslyn (DPH); Hennigan, Scott (DPH)
Cc: Caloggero, Dina (DPH); Han, Linda (DPH); Smole, Sandra (DPH); Szymczak, Elizabeth (DPH); Nassif, Julianne (DPH); DiNatale, Margaret (DPH)
Subject: PM on balances

Hi,
Caley and Whitmore will be on site beginning Monday, June 8 to perform PM on the balances. They expect to be here at least until Tuesday and may have to finish on Wednesday.

I will bring around an inventory list for each lab. Please confirm that the balances listed are in the locations listed and still in service. Changes to the inventory list should be hand written on the list. **Return all lists (those with and without changes) to me by Friday, June 5.** This will allow me time to make corrections to the list before Caley and Whitmore arrives on Monday morning.

Badges for secured labs(404, 306, 310, 312, 712, 869) :

They will arrive on Monday at about 9:30 am and I plan to start with the secured labs at that time. Please make sure that whoever is responsible for the badges is available. Also, please let me know what room we will meet in to have the badges signed out.

Thanks,
Peggy DiNatale